Voter Registration AP 5610

Reference: ***20 USC Section 1094(a)(23)(A); 34 CFR Section 668.14(d)(1): Education Code Sections 66850 -66852***

The Director of Student Life will serve as the Civic and Voter Empowerment Coordinator. The Coordinator shall be nonpartisan and will ensure that, in every academic year, the college holds a minimum of three election outreach events to increase civic learning, democratic participation, civic engagement, and voter turnout consistent with all of the following:

- During an academic term in each even-numbered year, an outreach event shall occur within the final 30 days preceding each statewide primary and general election.
- All students shall be invited to participate in the coordination of and to attend these events.
- All events may be sponsored by a campus-based student organization.

The Director of Student Life will develop a Civic and Voter Empowerment Action Plan consistent with all of the following:

- The coordinator shall invite leadership from faculty and students, and managers from Instruction, Student Services and Administrative Services to participate in a meeting or meetings to develop the action plan.
- The action plan shall include, but not necessarily be limited to, a campus-specific effort to increase civic learning and democratic participation, with an emphasis on civic engagement, voter turnout, and community building.
- The action plan shall be periodically updated and resubmitted to the Secretary of State, as determined necessary by the coordinator.

Shasta College will distribute campus-wide emails to all students during the first month of each academic semester providing the following civic and election dates and information:

- National Voter Registration Day, held annually on the fourth Tuesday in September.
- The last day to register to vote online or to register to vote by mail or in person.
- The date when a county may begin to offer early voting at the office of the elections official or at a satellite location, and a statement that the date, times, and locations for early voting and conditional voter registration may be confirmed on the internet website of the Secretary of State or at the county elections office.
- The primary and general election dates.
- A statement that a voter may apply to vote by mail at any time until after the seventh day prior to an election, and that a vote by mail voter may vote in person at the office of the county elections official or at a satellite location established by the county elections official on or before the day of the election.
- A link to the internet web page for the Secretary of State's Students Vote Project, established pursuant to Section 2148.5 of the Elections Code.

The calendar information will also be available on both printed and electronic academic calendars. At least one day before each event occurs unless specified otherwise, Shasta College will post on social media reminders to students of all of the following:

- Early voting and conditional voter registration information.
- Election day, including a reminder the day before and the day of the election. The reminders shall state that a qualified voter may register to vote on the day of the election, if necessary, at a conditional voter registration site established by the voter's county elections official.
- After the emails are sent, the voter information guide and county sample ballot information provided in that email.

One month before each statewide election, Shasta College will distribute by campus-wide emails to all students the dates and information specified above and an internet website address link providing the following election information:

- The Secretary of State's internet website address for online voter registration.
- The Secretary of State's internet website address for election information.
- The Secretary of State's internet website address for the most current voter information guide.
- The Secretary of State's internet website address for the voter registration status tool, or a similar web page that directs the recipient to voter or election information for the county of the recipient.
- A disclaimer stating all of the following:
    - That the civic and election information provided applies to the county where the campus is located.
    - That election information varies by county.
    - That recipients of the email are encouraged to check the internet website containing the Secretary of State's voter registration status tool, or a similar web page, to find election information for the county where the recipient's voter registration is active.

- The District shall make a good faith effort to distribute a mail voter registration form to each student enrolled in a degree or certificate program and physically in attendance at the institution.

- The District shall ensure that voter registration forms are widely available to students at the institution.

- The District designates the Dean of Library Services & Educational Technology~~Associate Dean of the Library~~ to be the point of contact for the Secretary of State for distribution of voter registration cards.

- Voter registration forms are received by the Dean of Library Services & Educational Technology ~~Associate Dean of the Library~~ from the state and are available in the Library and at other designated campus locations.

Board Reviewed 8/12/09